

APPENDIX C

SERVICE COST GUIDELINES

The following guidelines do not establish maximum dollar limits for any service; rather, they are intended only to indicate authorization levels above which authorization by a Vocational Rehabilitation Counselor requires prior administrative approval. To exceed these guidelines, a written justification must be incorporated into the record of services for the individual and any applicable administrative approval(s) must be obtained prior to service provision.

SERVICE	GUIDELINE
Adaptive equipment/assistive devices n.e.c.	\$1,500.00/individual, to be exceeded only with prior supervisory approval.
Computer equipment (hardware)	\$2,000.00/individual, to be exceeded only with prior supervisory approval.
Copying fees: • VRS charge to provide copies of VRS case record materials • Payable by VRS for medical records to in-state service providers • Payable by VRS for all other records obtained from all other providers (including copies of medical records obtained from out-of-state service providers)	\$ 0.10/page, not to be exceeded. \$14.00/request, or a negotiated fee up to but not exceeding either: (1) \$ 0.25/page plus postage; or (2) \$15.00 for the initial ten pages and \$ 0.25/page for each page in excess of ten pages, plus postage. Negotiated fee up to but not exceeding \$14.00/request.
Home modifications	\$5,000.00/individual, to be exceeded only with prior supervisory approval.
Maintenance	Food, clothing, shelter, and related expenses incurred due to VR Program participation, not to exceed actual or estimated costs over and above usual and customary living expenses.

<p>Note taking services:</p> <ul style="list-style-type: none"> • For post-secondary training • For other than postsecondary training 	<p>Rate not to exceed the prevailing rate paid to note takers at the institution in which the individual is enrolled. Hours cannot exceed one and one-half (1.5) times the total classroom time in which the individual is enrolled (i.e., classroom time plus an additional one-half of classroom time for outside-of-classroom preparation and review).</p> <p>Amounts authorized per hour cannot exceed the current federal minimum wage rate. Hours authorized cannot exceed the actual reading time, with a minimum of one hour.</p>
Occupational tools, supplies, and equipment	\$2,500.00/individual, to be exceeded only with prior supervisory approval.
On-the-job training (OJT)	\$2,000/agreement, to be exceeded only with prior supervisory approval.
Personal assistance services n.e.c.	\$ 9.00/hour, to be exceeded only with prior supervisory approval.
<p>Physical and mental restoration services:</p> <ul style="list-style-type: none"> • Physical and mental diagnostic and evaluation services (including, but not limited to, hearing and hearing aid evaluations, visual and visual aid evaluations, x-rays and other laboratory procedures, and psychiatric and psychological testing and evaluations), <u>other than vocational interest testing</u> • Vocational interest testing • Therapeutic treatment (including, but not limited to, physical therapy, occupational therapy, speech and hearing therapy, corrective dentistry, and prescription medications) • Prescribed and approved medical devices ("durable medical equipment"), <u>other than hearing aids</u> (see separately, 	<p>Paid at the current approved <i>Medicaid rate</i>* (less all applicable comparable services/benefits and/or financial participation requirement), if necessary to determine eligibility and priority for services, or to assess the vocational rehabilitation needs of the individual.</p> <p>See APPENDIX B.</p> <p>Paid at the current approved <i>Medicaid rate</i>* (less all applicable comparable services/benefits and/or financial participation requirement), if relevant and necessary for the vocational rehabilitation needs of the individual.</p> <p>Paid at the current approved <i>Medicaid rate</i>* (less all applicable comparable services/benefits and/or financial participation requirement), if relevant and necessary for the vocational rehabilitation needs of the individual.</p>

below) <ul style="list-style-type: none"> • Nonprescription medications • Hearing aids 	Not payable. Payable at contract rates, if relevant and necessary for the vocational rehabilitation needs of the individual.
<p>*NOTE: If no Medicaid rate has been established for a particular service, it will be paid for at 90% of the usual and customary charge billed by the provider. If a provider who will the accept Medicaid rate is not available in the individual's local community (as defined in PPM chapter 200), the Counselor must secure prior approval from the appropriate Area Supervisor and Region Manager before authorizing any physical or mental restoration services exceeding the rates specified. If a customer makes an informed choice to utilize a provider that will not accept the Medicaid rate, the individual or the family of the individual will be responsible for paying the difference in cost, in addition to any applicable financial participation requirement.</p>	
Postsecondary training	Fees published annually prior to the start of the school year.
Reading services: <ul style="list-style-type: none"> • For postsecondary training • For other than postsecondary training 	Amounts authorized cannot exceed the prevailing rate paid readers at the institution in which the individual is enrolled. Hours authorized cannot exceed one and one-half (1.5) hours per week for each credit hour in which the individual is enrolled, except that each authorization must be for a minimum of one hour. Amounts authorized per hour cannot exceed the current federal minimum wage rate. Hours authorized cannot exceed the actual reading time, with a minimum of one hour.
Telecommunications, sensory, and other technological aids and devices, including computer software	\$3,500.00/individual, to be exceeded only with prior supervisory approval.
Transportation: <ul style="list-style-type: none"> • Provided by a vendor operating under a POSA or contract that includes transportation • By the individual's, the family's, or other private vehicle • Public conveyances • Temporary vehicle lease or rental • Permanent relocation and 	Payable at the POSA or contract rate only. Mileage payable at a negotiated rate not to exceed \$0.40 per mile Not to exceed actual costs. Amounts determined on an individualized basis with prior approval of the Region Manager. Amounts determined on an individualized basis with

moving expenses	prior approval of the Region Manager.
Tutoring (postsecondary training only)	Rate cannot exceed the prevailing rate paid tutors at the institution in which the individual is enrolled.
Uniforms and special clothing	Actual costs up to and including \$300.00 per individual per case, to be exceeded only with prior supervisory approval.
Vehicle modifications	\$10,000.00/modification, to be exceeded only with prior supervisory approval.
Other goods and services n.e.c.	\$1,000.00/individual, to be exceeded only with prior approval by the Region Manager.